



# PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department  
140 Main Street  
Menasha, WI 54952-3190

Questions? Call: 967-3640  
8:00 AM - 4:00 PM Monday - Friday  
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: SEAFOOD FEST NEENAH + MENASHA Rotary CLUBS Date of Event: Sept 11 & 12<sup>th</sup> 2009  
Event Coordinator: DAN Rippel 7. ISC-RIPPLE INS. Daytime Telephone: 722-2799  
Address: P.O. Box 207 Menasha, WI 54952 Home Telephone: 687-2334 851-86

Time of Event: From Noon to 11:00 pm Group Size: \_\_\_\_\_ Fees: (see attached page)  
Does your group qualify for resident rates? \_\_\_\_\_ No ☒ Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)  
Do you plan to consume beer or wine? \_\_\_\_\_ No ☒ Yes (Fill out permit below - see #5, page 3)  
Do you plan to sell beer or wine? \_\_\_\_\_ No ☒ Yes (You will need **more** than a Beer Permit, see #6, page 3)  
Certificate of Insurance needed? \_\_\_\_\_ No ☒ Yes (For tournaments, public events, rides, etc. - see #4, page 3)  
Are you planning "kiddie" rides or other amusements? ☒ No \_\_\_\_\_ Yes (Carnival Permit required, contact City Clerk)  
Do you plan to have an amplified sound system? \_\_\_\_\_ No ☒ Yes (See #12, page 3) Describe: 2 Bands  
Parks & Recreation Board approval needed? \_\_\_\_\_ No ☒ Yes (When selling beer and multi-day events, contact Director)

Building Keys Needed? \_\_\_\_\_ No \_\_\_\_\_ Yes (usually for kitchen use, available during normal business hours only. City Hall closes at 4:00 p.m.)

Facility (circle all that apply)	
<b>Jefferson</b> <input checked="" type="checkbox"/> Pavilion <input checked="" type="checkbox"/> Kitchen <input checked="" type="checkbox"/> West Shelter East Shelter Launch Shelter Pool Picnic Area # _____ Diamond(s) _____	
<b>Smith</b> Pavilion Kitchen Wedding/Garden (100 benches available) Diamond/Field _____	<b>Memorial Building</b> (pre-wedding ceremony only) Start Time: _____ End Time: _____
<b>Hart</b> Shelter Diamond/Field _____	<b>Clovis</b> Shelter Diamond/Field _____
<b>Koslo</b> Shelter Diamond/Field _____	<b>Pleasants</b> Diamond/Field _____
<b>Barker Farm</b> Shelter Diamond/Field _____	<b>Curtis Reed Square</b> <b>Shepard</b> Diamond/Field _____

Office Notes: \_\_\_\_\_  
INVOICE TO BE DETERMINED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE USE ONLY	
Facility Fee: \$	_____
User Fee: \$	_____
Area Fee: \$	_____
Beer Permit: \$	_____
Total: \$	_____
Receipt #	_____
Permit #	<u>1981</u>

# HOLD HARMLESS AGREEMENT

I, DANIEL J. Rippel (person in charge), agree and bind MENASHA AND NEENAH ROTARY CLUBS (group name)

to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: [Signature]

Date: 01-06-09

## BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. This person or designee must be present for the duration of the event. The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) Rippel DANIEL First J DOB: 6-14-59

Address: 727 HIGHVIEW LN, KIMBERLY, WI 54136 M.I.  Phone: 687-2334

Area that beer and/or wine can be consumed: PICNIC AREA

Signature: [Signature]

Permittee has read list of City ordinances pertaining to alcohol Yes Dept. Initials

## 2008 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

Pavilion/Shelter Fees	Resident	Non-Resident
<b>Jefferson Park</b>		
Large Pavilion	\$ 50.00	\$ 80.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	100.00	110.00
<b>Smith Park</b>		
Pavilion	45.00	70.00
Kitchen*	30.00	50.00
Wedding Set-Up**	90.00	135.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
<b>Hart Park Shelter*</b>	25.00	45.00
<b>Clovis Grove Shelter</b>	20.00	40.00
<b>Koslo Park Shelter (no electric)</b>	20.00	40.00
<b>Barker Farm Park Shelter</b>	25.00	45.00
<b>Curtis Reed Square</b>	20.00	40.00
<b>Beer Permit (Jefferson and Koslo only)</b>	4.00	4.00
<b>Amplifier w/microphone (per event/season)</b>	20.00	20.00
(Jefferson East/West Diamonds only)		
<b>Jefferson Volleyball Courts N &amp; S</b>	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
<b>Soccer Fields</b>	8.00/hour	8.00/hour
<b>Koslo Baseball Diamonds</b>		
Without Lights	12.00/hour	12.00/hour
With Lights	20.00/hour	20.00/hour
<b>Softball Diamonds</b>		
Without Lights	8.00/hour	8.00/hour
With Lights	15.00/hour	15.00/hour
<b>Building/Shelter Key Deposit</b>	20.00	20.00

\* Indicates need for key

\*\* Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-5153).

## 2008 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

Persons in Attendance	Resident	Non-Resident
1 - 20	No Charge	\$ 11.00
21 - 75	\$ 24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00



# Special Events Planning Worksheet

Information Request	Event Coordinator Response	Police Dept Notes/Signatures
Event Name	SEAFOOD FEST	
Date(s) of event	Sept. 11 & 12 <sup>th</sup> Setup 9 & 10 <sup>th</sup> Take Down 13 <sup>th</sup>	
Time of Event including set-up and takedown	9/10 Set up 8:00 am → ? 9/11 & 9/12 4:00 - 11:00 pm 1-4 Set up - 9/13 Cleanup 8:00 am → ?	
Actual start of event	4:00 pm on Sept 11 & 12 <sup>th</sup>	
Contact Person/People	Dan Rippel	
Cellular phone if available for contact	851-8599	
Is event open to the public?	Yes	
Total # of anticipated attendance	Several THOUSAND	
Number of Security personnel or chaperones provided	6 AUX Police for Evening of 11 & 12 OFFICER Jeff Johnson is a Rotary Member & will be there.	
What does your event offer?	SEAFOOD & OTHER FOOD - BEER - WINE Soda Live Music	
Where will event be Park/location in park	JEFFERSON PARK AREA 3 Pavillion & West Shelter	
Will alcohol be served/sold?	Yes	
If alcohol is present, Will you be using fencing or wristbands to control for underage drinking?	FENCING & WRISTBANDS	
Will there be amplified music at event/by who?	FRIDAY VIC FERRARI M. DILEX Saturday Boggie & the yo yo's High School Jazz Band	
Additional notes/details		

For Menasha Police Department Use Only		
Date received _____	by Lt _____	action _____
Notes _____		
_____		
_____		
Rev09-15-05		